



NOTICE OF VACANCY

JOB TITLE:

Real Estate Clerk II

DEPARTMENT:

Tax Assessor

SALARY:

\$22,077.05

CLOSING DATE:

Open Until Filled

MAJOR DUTIES:

Coordinates data gathered by the Tax Assessors' Office and enter into computer files. Make copies of deeds and plats for the Geographical Information System.

Provide assistance with questions concerning property valuations, ownership, parcel locations, business returns. Print property record cards, accept returns, and fax requests. Type and provide bond letters. Answer phones; assists public and co-workers.

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education is required. Five or more years in a similar position or sufficient experience to perform the principal duties and responsibilities of the position. Must not be less than 21 years of age. Must have a valid driver's license. Possess or have ability to pass the Appraiser I examination and be certified by the Georgia Department of revenue as an Appraiser I as prescribed by law within 12 months of the date of assuming this position. Must complete at least 40 hours of training as specified by the Department of Revenue during each two years of tenure as staff appraiser.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.